

County Manager

Date

Contractor

Date

APPROVED AS TO FORM:

County Legal Department

Date: _____

13. Compliance with Laws: In providing the Scope of Work outlined herein, the Contractor shall comply with all applicable laws, ordinances, and code of the Federal, State, and local governments.

14. Changes: The County may, from time to time, request changes in the Scope of Work of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the County and the Contractor, shall be incorporated in written amendments to this Agreement.

15. Assignability: The Contractor shall not assign any interest in this Agreement (whether by assignment or novation), without the prior written consent of the County thereto.

16. Non-Appropriation Clause: The terms of this agreement are contingent upon sufficient appropriations and authorization being made by the Bernalillo County Commission for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Bernalillo County Commission, this Agreement shall terminate upon written notice being given by the County to the Contractor. The County decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

17. Termination for Convenience of County: The County may terminate this Agreement at any time by giving at least fifteen (15) days notice in writing to the Contractor. If the Contractor is terminated by the County as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Agreement, less payments of compensations previously made.

18. Construction and Severability: If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion.

19. Enforcement: The Contractor agrees to pay to the County all costs and expenses including reasonable attorney's fees incurred by the County in exercising any of its rights or remedies in connection with the enforcement of this Agreement.

20. Entire Agreement: This Agreement contains the entire agreement of the parties and supersedes any and all other agreements or understandings, oral or written, whether before the execution hereof or contemporaneous herewith.

21. Applicable Law: This agreement shall be governed by and construed and enforced in accordance with the Laws of the State of New Mexico and, where applicable, the laws, rules and regulations of Bernalillo County.

22. Conflict of Interest: This agreement precludes Contractor from participating, in any capacity, in any courses of action recommended in Contractor's report within a one year period (365 calendar days) of contract execution.

IN WITNESS WHEREOF, the County and the Contractor have executed this Agreement as of the date first above written.

5. Personnel: A.) The Contractor represents that it has, or will secure at its own expense, all personnel required in performing all of the services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the County; B.) All the services required hereunder will be performed by the Contractor or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services; C.) None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the County. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.

6. Indemnity: The Contractor hereby agrees to hold harmless, indemnify and defend the County, and the Union or bargaining unit member, its officers, agents, and employees from and against any and all liability, suits, actions, claims, damages, attorney's fees, and costs arising out of or resulting from any tortuous or fraudulent conduct of the Contractor. Provided, however, nothing in this Contract shall be construed to require the Contractor to defend, indemnify and hold harmless the County, its officers, agents and employees from and against any liability, suits, actions, claims, damages and attorney's fees resulting from the negligence of the County, its officers, agents and employees.

The indemnity required hereunder shall not be limited by reason of the specification of any particular insurance coverage in this Contract.

7. Insurance: The Contractor shall not commence any work under this Agreement until the insurance required in the RFP has been obtained and the proper certificates (or policies) have been submitted to the County.

8. Discrimination Prohibited: In performing the services required hereunder, the Contractor shall not discriminate against any individual based on age, race, creed, gender, religion, natural origin, physical or mental disability or Veteran status.

9. Reports and Information: At such times and in such forms as the County may require, there shall be furnished to the County such statements, records, reports, data and information, as the County may request pertaining to matters covered by this Agreement.

10. Establishment and Maintenance of Records: Records shall be maintained by the Contractor in accordance with applicable law and requirements prescribed by the County with respect to all matters covered by this Agreement. Except as otherwise authorized by the County, such records shall be maintained for a period of three (3) years after receipt of final payment under this agreement.

11. Audits and Inspections: At any time during normal business hours and as often as the County may deem necessary, there shall be made available to the County for examination all of the Contractor's records with respect to all matters covered by this Agreement. The Contractor shall permit the County to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

12. Publication, Reproduction and Use of Material: No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The County shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this Agreement.

PART IV

PROPOSED DRAFT CONTRACT AGREEMENT

WITNESSED: THIS AGREEMENT, made and entered into this _____ day of _____, 2003, by and between the County of Bernalillo, New Mexico, a political subdivision in the state of New Mexico, (hereinafter referred to as the “County”), _____, (hereinafter referred to as the “Contractor”).

WHEREAS, the County issued a Request for Proposals, RFP No. 30-04-BH for Professional Information Technology Study

WHEREAS, the Contractor submitted its proposal; and

WHEREAS, the County desires to engage the Contractor to render certain services in connection therewith, and the Contractor is willing to provide such services.

NOW THEREFORE, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

1. Scope of Work : The Contractor shall perform the following services in a satisfactory and proper manner, as determined by the County:

Provide
Services _____

2. Time of Performance: This Agreement shall not become effective until the date of final execution of the Agreement, which will be confirmed by a Purchase Order, and be valid for a one (1) year period.

3. Compensation and Method of Payment: A.) For performing the services specified in Section 1 hereof, the County agrees to pay the Contractor up the amount of \$ _____, which amount _____ includes or excludes any applicable gross receipts taxes and which amount shall constitute full and complete compensation for the Contractor’s services under this Agreement, including all expenditures made and expenses incurred by the Contractor in performing such services; **B.) Method of Payment:** Such amount shall be paid to the Contractor upon receipt by the County a properly documented invoice. Such invoice will be paid as determined by the budgetary and fiscal guidelines of the County and on the condition that the Contractor has accomplished the Scope of Work outlined herein, to the satisfaction of the County.

4. Independent Contractor: Neither the Contractor nor its employees are considered employees of the County of Bernalillo for any purpose whatsoever. The Contractor is considered to be an independent Contractor at all times in the performance of the services described herein. The Contractor further agrees that neither it nor its employees are entitled to any benefits from the County under its provisions of the Worker’s Compensation Act of the State of New Mexico, or to any of the benefits granted to employees.

PART III

REQUESTS FOR PROPOSALS ACKNOWLEDGEMENT FORM RFP #30-04-BH

PROFESSIONAL INFORMATION TECHNOLOGY STUDY

In acknowledgement of receipt of this Request for Proposals (RFP) the undersigned agrees that he/she has received a complete copy, beginning with the title page and ending with **Page #14**. In addition, this acknowledgement shall be used to inform the Purchasing Office of the Contractor's intent to submit or not to submit a bid.

Failure to return this form ***will not*** exclude a company from submitting a proposal. However, ***only those prospective Offeror's who elect to return this form completed and indicating below the intention of submitting a proposal will receive addenda*** if issued, or other information pertaining to this bid.

My company ____ **Does** ____ **Does Not (check one)** intend to respond to this Request for Proposals.

The acknowledgement of receipt should be signed and returned to the Purchasing Office within five (5) working days of RFP pick up or mail out. If receipt of this RFP is within five working days of the RFP closing date, the acknowledgement should be returned immediately upon receipt of the RFP.

COMPANY:

REPRESENTED BY:

TITLE: _____ PHONE NO: _____

FAX NO: _____ E-MAIL ADDRESS: _____

ADDRESS:

CITY: _____ STATE: _____ ZIP CODE _____

SIGNATURE _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposals.

- Disaster recovery
- Customer service/responsiveness
- Service requests and work orders
- In house development versus purchased applications
- Service and maintenance of applications
- Pilot projects
- Unique services
- Cost/Benefits analysis
- Composition and role of an advisory board
- Centralized versus decentralized configurations

Additionally, the report must (1) specify, in the form of a proposed budget, the most cost effective level of resources for all current operations and proposed customer applications and (2) identify what operations and applications are most cost effectively conducted internally and what operations and applications should be partially or entirely contracted or outsourced, keeping in mind 24 hour operations and timely customer service. For this purpose, the consultant shall calculate cost benefit ratios.

III. REQUIREMENTS

Offerors must provide a minimum of three client references, preferably from governments of similar size (1,700 employees, \$120-150 million annual operating budget), if available.

This report must be delivered in both printed and electronic form (Word).

The report shall be completed within three months of the contract award.

NOTE: As specified in item 22 of the proposed draft contract agreement, “This agreement precludes Contractor from participating, in any capacity, in any courses of action recommended in Contractor’s report within a one year period (365 calendar days) from date of contract execution.”

IV. COST PROPOSAL FORMAT

The Cost Proposal shall be submitted in a separate sealed envelope clearly marked as “Cost Proposal”.

Offeror shall submit a **lump sum** cost proposal, to include the following information:

- a. A detailed schedule of total costs per task. Offeror shall also provide unit cost estimated (hourly, etc.) and time schedule for each task. The Offeror shall quote hourly rates for additional consulting beyond the scope of the described tasks.
- b. All costs to be incurred and billed to the County shall be described in detail.

The lowest cost will not be the sole criteria for recommending contract award. The importance of cost factors in the selection will depend on the magnitude of the cost differentials identified, the credibility of such differentials, the keenness of competition in the Technical Proposal, and the impact of other facts.

Any significant inconsistency, if unexplained, raises a fundamental issue of the Offeror's understanding of the nature and scope of work required. The burden of proof as to cost credibility rests with the Offeror.

PART II

SCOPE OF WORK RFP #21-04-BH PROFESSIONAL INFORMATION TECHNOLOGY STUDY

I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

The organizational structure of Bernalillo County is the classic governmental hierarchy of centralized support serving functional divisions. The role of the Information Technology Department (IT) is to support Bernalillo County's Mission Statement, and to provide quality, timely, relevant, and cost effective support to Bernalillo County departments.

The purpose of this RFP is a review of the IT functions and operations of Bernalillo County with a presentation of the associated report to the County Manager and other staff personnel. This review will evaluate those support functions provided to County agencies and their role in the overall organization mission. Extensive documentation of all applications, a review of the current status of IT and a strategic IT plan have been formulated by IT and will reduce the amount of original research the Contractor needs to perform. This information is available from the IT department upon request.

II. DELIVERABLES:

The evaluation report must include specific and detailed recommendations that will:

- Optimize the County's utilization of IT to improve the operation and management of its service programs
- Improve the IT Department's operating performance including the update of formal procedures, standards, support tools and enhanced documentation
- Address issues of outsourcing versus in-house support for each IT system
- Provide an update on progress made on previous recommendations made by Wolfe & Associates. Report available on request.

The report must include specific and detailed evaluations and recommendations on:

- Current structure/organization
- System overview
- Systems supported
- 24 hour operations
- IT employee compensation market position (public and private competition)
- Training needs/career ladders
- Staffing patterns/needs
- Resource allocation
- Infrastructure assessment
- Equipment needs
- Replacement plans

Proposal documentation requirements set forth in this Request for Proposals are designed to provide guidance to the Offeror concerning the type of documentation that will be used by the Evaluation Committee. Offerors should be prepared to respond to requests by the Evaluation Committee for oral presentations necessary to assist in the detailed evaluation process. Offerors are advised that the County, at its option, may award this Request for Proposals on the basis of the initial offers. The County reserves the right to make multiple contract awards.

- 2. Evaluation Criteria:** The following criteria will be used by the Evaluation Committee in recommending contract award to the County Commission, or the County Manager. The technical proposal factors will be rated on a scale of 1-100 with weight relationships as stated below:

<u>Factors</u>	<u>Points Available</u>
Proposed Management & technical review methodology	30
Examples of past reports provided to organizations similar in size and function to Bernalillo County	25
Employee qualifications & demonstrated experience	25
Customer references (minimum of three, including business name, type of business, contact name, and phone number.	15
Local office within 75 miles of Albuquerque	5
TOTAL	100

- 3. Other Factors:** Other factors are defined as those factors which have not been included in the Technical Proposal, but are factors that in some instance must be considered in making the final selection. Their nature does not permit a meaningful numerical predetermination or relative significance of impact on the selection decision, and therefore, they are not numerically scored.

There have been no other factors identified for incorporation into this Request for Proposals. However, if other important factors evolve or surface during the evaluation process that bear on an Offeror's ability to meet the requirements of this procurement, they will be given appropriate consideration.

Offerors are cautioned not to minimize the importance of the adequate response in any area because it carries less weight than other areas or no weight.

SECTION D - TECHNICAL PROPOSAL FORMAT

1. Proposal Format: The Offeror's proposal must be in the format outlined, and shall address the requirements outlined in of the Scope of Work section of this RFP.

2. Technical Proposal Format: This section shall make up the major portion of the technical proposal. It shall be presented in as much detail as possible and contain all information and detail.

- a. Offer Identification:** State name and address of your organization, firm, or office and nature of organization (individual, partnership or corporation, private or public, profit or non-profit). Subcontractors if any must be identified in a similar manner. Include name, title, and telephone number of person(s) in your organization authorized to execute the proposed Agreement. Submit a statement of compliance with all laws, stated herein.
- b. Prior Experience:** State relevant experience of the company and person(s) who will be actively engaged in the proposed project, including experience of subcontractors. Indicate for whom the work was performed, year completed, and a reference person who can be contacted regarding the work. A minimum of three customer references must be included. References must include customer name, type of business, contact person and phone number.
- c. Proposed Approach to Tasks (Methodology):** Discuss fully your proposed approach to each of the tasks described in **Part II - Scope of Work**. Responses shall include a narrative format.
- d. Management Summary:** Describe individual staff and subcontractor's responsibilities with lines of authority and interface with Bernalillo County staff. Describe resources to be utilized in order to complete tasks. Illustrate the hours dedicated to each task and the individual/firm who will be performing each task.
- e. Samples of Reports:** Include examples of past reports provided to organizations similar in size and function to Bernalillo County
- f. Additional Information:** Include other information you believe to be pertinent but not required in this section.
- g. Location of Office:** Include location of project support office.

SECTION E – SELECTION PROCESS:

1. Selection Process: Based on the evaluation criteria established in this Request for Proposals, the Evaluation Committee shall evaluate the qualified Offerors.

Such changes, including any increase or decrease in the amount of the County's compensation to the Contractor, which are mutually agreed upon by and between the County and the Contractor shall be incorporated in written amendments to the Original Agreement.

6. Receipt of Proposals: The only acceptable evidence to establish the time of receipt of proposals at the Purchasing Office is the time-date stamp on the proposal wrapper or other documentary evidence of receipt maintained by the Department. No exceptions to the established submittal due date will be allowed.

7. Award of Contract: If awarded, the contract will be awarded to that responsible Offeror(s) whose offer conforming to the Request for Proposals will be most advantageous to the County.

The County reserves the right to reject any or all offers and to waive informalities and minor irregularities in offers received.

The County reserves the rights to analyze, examine, and interpret any offer for a period of ninety (90) days after the hour and date specified for the receipt of orders.

The County reserves the right to award to multiple Contractors.

If applicable, the duration of the Contract shall be a period of four (4) years from the date of execution by the County.

A draft copy of the proposed Agreement to be entered into is attached. Please state that you accept the terms and conditions of the Agreement as stated. If not, state any exceptions with specificity (see Part IV).

8. Proposal Evaluation: The County, in evaluating proposals, reserves the right to use any assistance deemed advisable.

9. County Furnished Property: No material, labor, or facilities will be furnished by the County unless otherwise provided for in the Request for Proposal.

10. Proprietary Data: This Request for Proposals shall be open to public inspection after award of contract, except to the extent the proposer designates trade secrets or other proprietary data to be confidential. Material so designated shall accompany the proposal and each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. Prices and makes and models or catalog numbers of the items offered, deliveries, and terms of payment shall be publicly available regardless of any designation to the contrary.

The County will endeavor to restrict distribution of material designated as confidential or proprietary to only those individuals involved in the review and analysis of the proposals.

Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure to any New Mexico citizen under the Inspection of Public Records Act (Sections 14-2-1 through 14-2-3 N.M.S.A. 1978).

The following instructions establish the acceptable minimum requirements for the format and content of proposals:

1. Explanation of Offerors: Any explanation desired by an Offeror regarding the meaning or interpretation of this Request for Proposals must be requested in writing and with sufficient time allowed but *not less than three* working days prior to the hour and date specified for the receipt of the offers. Oral explanations or instructions given before the award of the contract will not be binding. Written clarifications will be furnished to all prospective Offerors as an addendum to this Request for Proposals, if such information is necessary or if the lack of such information would be prejudicial to uninformed Offerors.

2. Addenda: Changes or amendments to specifications, conditions, or provisions herein may be initiated ONLY through the Purchasing Office in the form of a written addendum.

Addenda may be made by the Purchasing Office after this Request has been mailed to Offerors. The Purchasing Office shall endeavor to ensure that all Offerors on the Purchasing Office Offerors' List receive addenda.

Any addenda shall become a part of this Request and MUST be acknowledged either by being signed and returned with the Offer or through letter or telegram that arrives prior to the opening of the offer. Failure to do so may result in disqualification of the offer. It is the responsibility of all Offerors considering making an offer in response to this Request to ensure that they have received all addenda prior to making an offer.

3. Submission of Offers: One (1) signed original (clearly marked as "Original"), and three (3) copies of Offers and modifications thereof shall be enclosed in **sealed envelopes** and **addressed to** the office specified in this Request For Proposals. Cost proposal shall be enclosed in a separate sealed envelope clearly marked as "Cost Proposal".

The Offeror shall show the hour and date specified in this Request for Proposal for receipt, request for proposal number and the name and address of the Offeror on the face of the envelope. The County shall not be responsible for the failure of mailed offers to actually be received.

Offers may be modified or withdrawn by written notice, from an authorized company representative provided such notice is received prior to the hour and date specified for receipt of offers.

4. Failure to Submit Offer: If no offer is to be submitted, the recipient shall not return the Request for Proposal unless otherwise specified. A letter or postcard shall be sent to the issuing office advising whether future Request for Proposals is desired.

5. Modifications to Scope of Work: In the event that sufficient funds do not become available to complete each task in the scope of work, the scope may be amended, based upon the cost breakdown required in the cost proposal. The County may also, from time to time, request changes in the Scope of Work services to be provided by the Contractor to be performed hereunder.

Increased Limits

If, during the life of this solicitation, the legislature of the State of New Mexico increases the maximum limits of the liability under the Tort Claims Act, Bernalillo County may require the vendor to increase the maximum limits of any insurance required herein. In the event, the vendor is required to increase the limits of such insurance; an appropriate adjustment in compensation will be made.

Proof of Licensing

If the services proposed are ones for which licensure by the State of New Mexico or another agency is required, state license or membership number (e.g., Professional Engineer number, State Bar Member Number, etc.) and date of first licensing in New Mexico. Also, state whether license is currently in good standing.

SECTION B - REQUEST FOR PROPOSALS (RFP) PROTEST PROCESS

1. Any Offeror who is aggrieved in connection with a solicitation or award of a contract may protest to the Director of the Bernalillo County Purchasing Office. The protest shall be submitted in writing within fifteen (15) calendar days after knowledge of the facts or occurrences giving rise to the protest.

All protests will be responded to by the Director of the Bernalillo County Purchasing Office upon evaluation. Letters of protest shall be addressed as follows:

Director, Purchasing Office, County of Bernalillo, One Civic Plaza N.W, 10th Floor Room 10045, Albuquerque, New Mexico 87102.

SECTION C - INSTRUCTIONS, CONDITIONS AND NOTICE TO OFFERORS

Sealed envelope shall clearly indicate: **RFP #30-04-BH**

PROFESSIONAL INFORMATION TECHNOLOGY STUDY

ALL INQUIRIES REGARDING THE SCOPE OF WORK SHALL BE ADDRESSED TO:

Becky Darrow, Director, Bernalillo County Information Technology Department, at (505) 768-4168.

ALL INQUIRIES REGARDING PURCHASING PROCEDURES SHALL BE ADDRESSED TO: Bob Henderson, Senior Buyer, Bernalillo County Purchasing Office, at (505) 768-4386 fax at (505) 768-4067, or by e-mail bhenderson@bernco.gov

Communications initiated by Offerors with members of the Governing Body or County personnel, other than those listed above, shall be grounds for offeror disqualification.

**A. (1) Workers Compensation - Statutory
(2) Employers Liability - \$1,000,000**

The vendor shall comply with the provisions of the Workers Compensation Act of the State of New Mexico, (the "Act"). If the vendor has determined that it is not subject to the Act, it will certify, in a signed statement, that it is not subject to the Act. The vendor will notify the Bernalillo County and comply with the Act should it employ three or more persons during the term in providing services to the County. If the vendor fails to comply with the Workers Compensation Act and applicable rules when required to do so, the services provided by the vendor may be terminated effective immediately.

B. Commercial General Liability with ISO CG2503

Not Required

C. Business Automobile Liability

(1) Combined Single Limit - \$1,000,000 Each Occurrence with ISO CA00011293

Business Automobile Liability Insurance shall include coverage for the use of all owned, non-owned and hired automobiles and vehicles.

D. Independent Contractors: Included

E. Contractual Liability: Included

F. Professional Liability:

Not Required

The vendor shall furnish one copy each of Certificates of Insurance herein required. If such limits are higher than the minimum limits required by Bernalillo County, such limits shall be certified and shall apply to the coverage afforded Bernalillo County for the services provided hereunder. The vendor shall furnish to the Bernalillo County copies of any endorsements that are subsequently issued amending coverage or limits.

Approval of Insurance

Even though a "Notice to Proceed" may have been given by Bernalillo County, the vendor or subcontractor(s) shall not begin work under this solicitation until the required insurance has been obtained and the proper Certificates of Insurance (or insurance policies) have been filed with Bernalillo County, adding Bernalillo County as an additional insured as applicable. Neither approval nor failure to approve certificates, policies or insurance by the County shall relieve the vendor or subcontractor(s) of full responsibility to maintain the required insurance in full force and effect.

PART I
REPRESENTATIONS AND CERTIFICATIONS

ACCEPTANCE OF OFFER:

Acceptance of offer is contingent upon the Offeror certifying, in its proposal submittal, that the Offeror will comply and act in accordance with all Federal Executive Orders relating to the enforcement of civil rights. In addition, the Offeror must certify compliance with New Mexico State Statutes and County of Bernalillo Ordinances regarding enforcement of civil rights. Statement of compliance must specifically refer, but not be limited to, the following:

Federal Code, Title 5, USCA 7152, sub-chapter 11, Anti-discrimination in Employment
Executive Order No. 11246, Equal Opportunity in Federal Employment
Title 6, Civil Right Act of 1964
Privacy Act: 1974 Amendment Embodies in the Computer Matching and Privacy
Protection Act of 1988 as Amended (100-503)

Section A - Insurance Requirements:

Until final acceptance by the County of the work covered, the vendor shall procure and maintain at the vendor's expense, insurance of the kinds and in the amounts herein provided. This insurance shall be provided by insurance companies authorized to do business in the State of New Mexico and shall cover all operations provided hereunder, whether performed by the vendor, the vendor's agents or employees, or by subcontractor's. all insurance provided shall remain in full force and effect for the entire period of the work, up to and including final acceptance, and the removal of all equipment and employees, agents and subcontractors there from.

If part of the Contract with the County is sublet or subcontracted, the vendor shall require the subcontractor to secure insurance to protect itself against all hazards enumerated herein, which are not covered by the vendor's insurance policies and to include the County as an additional insured thereon.

If applicable, the vendor shall procure and maintain, during the term in providing services to the County, a Workers' Compensation, Commercial General Liability, Business Automobile Liability and Professional Liability policies. The policies will be written with Bernalillo County as additional insured as applicable, while acting within the scope of their duties against all claims arising out of, or in connection with, the work to be performed. All insurance documents must include a provision for 30 day written notification to the Bernalillo County Purchasing Office, Contract Officer, One Civic Plaza N. W., 10th Floor, #10045, Albuquerque, New Mexico 87102, if a policy has been materially changed or canceled. Bernalillo County shall be an additional insured (*per Form B - CG20101185 or CG2010397 or equivalent*) and will be written on an occurrence form, and shall provide limits as follows:

TABLE OF CONTENTS

PART I. REPRESENTATIONS AND CERTIFICATIONS	2 - 8
Section A/Insurance	2 - 4
Section B/Protest Process	4 - 4
Section C/Instructions, Conditions and Notice to Offerors	4 - 6
Section D/Technical Proposal Format	7 - 7
Section E/Selection Process	7 - 8
PART II. SCOPE OF WORK	9 - 10
PART III. ACKNOWLEDGEMENT FORM	11 - 11
PART IV. PROPOSED DRAFT AGREEMENT	12 - 15

BERNALILLO COUNTY

REQUEST FOR PROPOSALS

RFP #30-04-BH

PROFESSIONAL INFORMATION TECHNOLOGY STUDY



Non Mandatory Pre-proposal Meeting: Wednesday May 5, 2004, 2:00 p.m. (local time)
Conference Room B10th Floor One Civic Plaza NW

Proposal Due: Tuesday May 25 4:00 p.m. (local time)
c/o Bernalillo County Finance Department, 10th Floor, Room 10045
One Civic Plaza NW, 10th Floor
Albuquerque, NM 87102

THE DATE AND TIME OF CLOSING WILL BE STRICTLY OBSERVED

Prepared by:

BERNALILLO COUNTY PURCHASING OFFICE
Bernalillo County Finance Department, Room 10045
One Civic Plaza NW, 10th Floor
Albuquerque, NM 87102
Bob Henderson, Senior Buyer 768-4386